

Schary, Claire

From: Musa Jaman [jaman@willamettepartnership.org]
Sent: Wednesday, November 06, 2013 1:54 PM
To: Schary, Claire; Poulsom, Susan; Stewart, William C.; Bott, Dustan
Subject: Re: Confirmation of EPA attendance at Alderbrook JRA mtg

Hello EPA JRA attendees,

I'm emailing your lodging confirmation numbers in case you need that piece of information for your travel requests.

- **40C62E Poulsom, Susan**
-
- **40C62P Bott, Dustan**
-
-
- **40C62G Schary, Claire**
-
- **40C62D Stewart, Bill**

Please let me know if you have any questions. We look forward to seeing you at the JRA conference.

Thanks,
Musa

Musa Jaman
Exec. Asst./Office Manager

Willamette Partnership
4640 SW Macadam Ave, Ste 50
Portland, OR 97239
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On Tue, Nov 5, 2013 at 2:42 PM, Musa Jaman <jaman@willamettepartnership.org> wrote:
Not a big deal - I've sent the reservation request - all is good.

:)

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On Tue, Nov 5, 2013 at 2:39 PM, Schary, Claire <Schary.Claire@epa.gov> wrote:

Thanks Musa – before I head into another meeting, I wanted to answer your voicemail question. We would like to have our own separate rooms, since our budget is enough cover it this time. I'm sorry that you didn't pick that up in my confirmation email from yesterday (I was trying to save you that extra step).

-- Claire

Claire Schary

schary.claire@epa.gov / (206) 553-8514

From: Musa Jaman [mailto:jaman@willamettepartnership.org]
Sent: Tuesday, November 05, 2013 1:33 PM
To: Schary, Claire
Cc: Carrie Sanneman
Subject: Re: Confirmation of EPA attendance at Alderbrook JRA mtg

Hi Claire,

I spoke with Bill this morning and I gave him lodging figures (\$109.00 + 10.5% tax (\$11.45) = \$120.45).

I've also attached the draft invitation letter (Bobby's out of the office today but I'll get his signature on it tomorrow and send you a signed copy).

Let me know if there's anything else I can do.

Thanks,

Musa

Musa Jaman

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On Mon, Nov 4, 2013 at 3:54 PM, Schary, Claire <Schary.Claire@epa.gov> wrote:

Musa,

It looks like we are going to be able to fund our room costs and Bill's airfare. Please reserve rooms for each of us – me, Susan Poulsom, Bill Stewart, and Dustan Bott. I assume we will be able to pay for our rooms when we check in. Chae Park and Christine Psyk will be attending for the first day only and therefore don't need rooms.

Also, please send me the same invitation letter for us four, covering our meals costs for both days, but with the date updated. You don't need to put Chae or Christine on the letter since they will only be there for lunch and it's a meeting where everyone else will be eating, so that doesn't require the same ethics approval, as I understand it.

Thanks!

-- Claire

Claire Schary

Water Quality Trading Coordinator

Watershed Unit / Office of Water & Watersheds

schary.claire@epa.gov / [\(206\) 553-8514](tel:(206)553-8514)

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